

Office of the Illinois State Treasurer
Position Description

Position Title: College Savings Program Analysis Intern
Division: College Savings
Domicile: Chicago

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, programs & policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Reports to the Director of College Savings

Duties and Responsibilities:

- Monthly close duties such as investment analysis, variance analysis, marketing, and management reports. Specific examples include tracking management fees and creating monthly management fee schedules based on information from program managers and consultants, formatting reports for STO staff, and reviewing financial documents for College Savings Division.
- Participation in various duties to aid the group in creation and analysis of the current and next year's budget. Examples include reviewing revenue reports from various sources to determine whether the data is consistent among business units and entities, researching competing programs, and reviewing division and program cost allocations and aligning with division goals and objectives.
- Working closely with finance division, policy division and college savings consultants on reporting and analysis.
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above.

Specific Skills:

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment as well as independently
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

College Savings Program Analysis Intern Learning Objectives

Upon completion of this internship, you will have learned:

- The basics of how 529 college savings programs work and how they help students go to college or trade school
- Best practices on planning and creating a budget for a major program in a government setting
- How to analyze financial reports as related to the college savings program